

File in office Personnel Case File

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110014-5		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<div></div> 7 D-24, Headquarters		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
Remarks:			
Bob:			
Attached is the following material relative to Personnel Records which I think will be of interest to you:			
a. Federal Personnel Manual - R-1-39 thru R-1-45 (See particularly pages R-1-44 and R-1-45)			
b. Federal Personnel Manual R-1- R-4			
c. Civil Service Commission Handbook S-812, (Basic Personnel Records and Files System for Federal Agencies) (see reverse side)			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
<div></div> Records Admin Officer 604 - 1016 16th St. NW		9/19/62	
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Please let me know if I can help you further.

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